

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology and Support

Section/Unit: Asset Services Section
Property and Vehicle Management Unit

Schedule Use: Department Wide

Schedule No.: 94-0021 **Admin. Chg. Date:** 10-15-97

Record Series Title: RENTAL CAR AND PETROLEUM CREDIT CARD
APPLICANT INFORMATION FILES

Description: Documents relating to requesting and monitoring issuance of rental car and petroleum credit cards.

Included are: Vehicle Rental Credit Card Applications and initial requests; and Official Petroleum Credit Card Issue Requests and initial requests.

File Arrangement: By agency account number.

Retention/Disposition Instructions:

Cut off files at end of each fiscal year as follows:

1) ASSET SERVICES SECTION

Hold in current files area for 1 year; transfer to local holding area or State Records Center, hold 4 years; then destroy.

2) ALL OTHER DHR ORGANIZATIONAL ENTITIES

Maintain in current files area until all audits have been completed, program questions have been answered and longer needed for reference, then destroy.

Confidential: No - Open Record

Supersedes: 94-0021 (8-23-94)

97-258

(a:94-0021)

970922-04

STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

Application #931216-05

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Schedule Number: 94-0021

Effective Date: 08/23/94

Creating Agency: Department of Human Resources
Budget Services/Office of Support Services
Material Management Section
Transportation/Equipment Unit

Series Title: Rental Car and Petroleum Credit Card Application Information File.

Dates Covered: 1987 - [ongoing].

Access: Open.

Disposition

Instructions: Material Management Section:

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer to local holding area, or to State Records Center, and hold four (4) years.

Destroy.


All Other DHR Entities:

Cut off file at end of fiscal year.

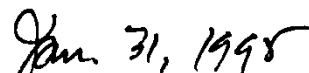
Maintain in current files area until all audits and program questions have been answered and the file is no longer needed for reference.

Destroy.

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee



Date